

## 1. Identification, Location, Start

### Directions:

- 1) Please answer each question, answering 'N/A' or 'Not\_Observed' if appropriate.
- 2) On paper forms it is OK to write outside of or beyond the lines.
- 3) Observation problems or questions: Call L. Weeks at (860) 918-2115.

### 1. Observation

Town Observed	<input type="text"/>
Date of Observation	<input type="text"/>
On-Site Supervisor(s) [Usually Registrars]	<input type="text"/>

### 2. Observer(s)

Last Name	<input type="text"/>
First Name	<input type="text"/>
Best Phone Number	<input type="text"/>
Other Coalition Observers	<input type="text"/>

3. Is this a joint report by all Coalition observers or the only observer? (Note: Multiple observers can submit a single report. If so, everyone should discuss and agree with all responses after the completion of the observation.)

- This will be the only report                       There will be other reports by other observer(s)

### 4. Start Times

	HH	MM	AM/PM
Scheduled Start of Today's Audit	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time You Arrived	<input type="text"/>	<input type="text"/>	<input type="text"/>
Actual Start of Today's Audit	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 5. What was Audited? [If multiple districts are audited there may be different races audited in each]

1st District Audited	<input type="text"/>
1st District Races Audited	<input type="text"/>
2nd District Audited	<input type="text"/>
2nd District Races Audited	<input type="text"/>
3rd District Audited	<input type="text"/>
3rd District Races Audited	<input type="text"/>

**2. Opening, Orientation, Room Layout**

**6. Opening Chain of Custody & Ballot Transport [ref. FAQ 11-12]**

	Yes	No	Not_Observed
Were the ballots delivered to the site by at least two individuals?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were the ballots under the observation of at least two individuals at all times during the observation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were you permitted to observe that ballot container seals were not tampered with?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were the ballot container seals intact?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were you able to see the seals and the seal numbers on the Moderator's Return?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please explain any No answers above:

**7. Opening Seal #s (Complete the first item from data on the district Moderator's Return(s)): [ref. FAQ 13-15]**

"The ballot transfer case is sealed with a seal bearing the number"

List seal numbers broken today in opening ballot transfer case

**8. Training and Orientation**

	Yes	No	Not_Observed
Did the supervisor review the state audit procedures with the counting team?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did the supervisor clarify procedures for everyone before beginning to count ballots?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did supervisor review the ballot and vote counting procedures in detail with the counting team (s)?[e.g. The role of each person on a team. Size of batches? Two officials should check each vote and hashmark etc.]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Use this space if further explanation is needed

**9. Please describe the room layout and counting team arrangements**

**3. Observing And Verifying The Counting**

1) Please answer the following two questions based on what could have been observed even if you were not able to actually observe everything yourself.

2) There are two methods of counting generally employed: a) stacking/piling of ballots then counting the votes or b) hashmarking then counting the hashmarks.

**10. BALLOT counting [ref. FAQ 16]**

	Yes	No	N/A	Not_Obsd
Was the total number of <b>BALLOTS</b> counted before the <b>VOTES</b> were counted for races?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were the <b>BALLOTS</b> counted by each team such that a 2nd election official verified each count?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If multiple teams counted <b>BALLOTS</b> , was the totaling independently verified by a second election official?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**11. Counting methods for votes in RACES, by one or more teams of counters. [ref. FAQ 16]**

- All teams used the hashmark method for all **votes for RACES**
- All teams used the stacking/piles method for all **votes for RACES**
- Methods varied by race but for each **RACE** the teams all used the same method
- Methods varied between teams even for the same **RACE**

If applicable, how did methods vary between teams?

**12. Double Checking By Officials? (Answer this question based on all the counting and counting teams you actually observed): [ref. FAQ 17-20]**

	Yes	No	N/A	Not_Obsd
<u>IF HASHMARKING USED:</u> Did a second official observe that each <b>vote</b> was read accurately?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>IF HASHMARKING USED:</u> Did a second official make duplicate hashmarks OR observe that each <b>hashmark</b> was recorded accurately?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>IF STACKING/PILES USED:</u> Was the vote counting process such that two election officials verified each <b>vote</b> was <b>stacked</b> as marked?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<u>IF STACKING/PILES USED:</u> Were the stacks of ballots counted such that two election officials verified that each <b>stack was counted</b> accurately?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If you answered **YES to any question** please explain how the 2nd official checked the 1st.

**Please review the above question. If there were less than four individuals on the smallest counting team and you answered Yes to any item - make sure you have described how that double checking was accomplished.**

**4. Observing And Verifying The Counting (Continued)**

Answer the following question based on what you were allowed to observe, not based on what you were actually able to observe.

**13. Transparency and Observability? [ref. FAQ 21-24]**

- |  | Yes                   | No                    | N/A                   | Not_Obsd              |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
| <u>IF HASHMARKING USED:</u> Were you permitted to see that each <b>vote</b> was read accurately?                 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <u>IF HASHMARKING USED:</u> Were you permitted to see that each <b>hashmark</b> was recorded accurately?         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <u>IF STACKING/PILES USED:</u> Were you permitted to see that each <b>vote</b> was placed in a correct stack?    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| <u>IF STACKING/PILES USED:</u> Were you permitted to see that the <b>count of ballots</b> in piles was accurate? | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Please explain any **No** answers:

**14. Blind Counting. [Blind counting occurs when counting teams are unaware of the totals and discrepancies while they are counting or recounting] [ref. FAQ 15-28]**

- |   | Yes                   | No                    | N/A                   | Not_Obsd              |
|---|-----------------------|-----------------------|-----------------------|-----------------------|
| Were counters kept unaware of the election totals for the <b>ballots or races</b> they were counting until counting and recounting each race was finally complete?      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| If initial counts were off, were counters kept unaware of the exact and approximate level of difference? [e.g. No indication was given of the amount the count was off] | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Please explain any **No** answers:

**15. Ballots with "Questionable" Markings That Might Not Have Been Read Correctly By The Machine. [ref. FAQ 29-34]**

- |   | Yes                   | No                    | Not_Obsd              |
|---|-----------------------|-----------------------|-----------------------|
| Were votes on questionable ballots <b>ruled upon separately race by race</b> for reporting as questionable votes in the Audit Report? [Rather than all votes on every questionable ballot classified as questionable] | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Were <b>votes</b> on such ballots ruled upon prior to the tallying of votes for each race AND counts not adjusted based on knowledge of the results of the total count for each race?                                 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Please explain any **No** answers:

**5. Observing And Verifying The Counting (Continued)**

**16. Discovering and resolving mismatches:**

	Yes	No	N/A	Not_Observed
Did elections officials find a match between machine counts and manual counts the first time they tried?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did elections officials try to resolve mismatched counts by counting again?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did elections officials try to resolve mismatched counts by changing counting teams?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did elections officials resolve mismatched counts by the end of the audit?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please explain any **No** answers:

**17. Tally procedures and tallying transparency:**

	Yes	No	N/A	Not_Observed
Were you able to confirm that hashmarks for each team and batch were tallied accurately? (i.e You could confirm that the number of hashmarks matched the total for each group of hashmarks.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were you able to confirm that the number of <b>ballots</b> from multiple teams/batches was tallied accurately?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were you able to confirm that the number of <b>votes</b> from multiple teams/batches was tallied accurately?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please explain any **No** answers:

## 6. Completing the Observation and Verification

### 18. Verifying and copying report forms:

	Yes	No	N/A	Not_Obsd
Did elections officials record counts, including unresolved discrepancies if any, on official forms by the end of the audit?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were you given an opportunity to have a copy or make a copy of the official forms?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did the <b>BALLOT counts</b> on the signed optical scanner tape(s) printed at the end of election-day match the tape ballot count reported on the audit report form(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Did the <b>RACE counts</b> on the signed optical scanner tape(s) printed at the end of election-day match the machine tape race counts reported on the audit report form(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please explain any **No** answers:

### 19. Election Officials, Counting Teams, Observers and Others Present

Number of Supervising Election Officials	<input type="text"/>
Number of Counting Team Personnel	<input type="text"/>
Number of Counting Teams	<input type="text"/>
Number of Individuals on Smallest Counting Team	<input type="text"/>
Number of Public (Including all observers)	<input type="text"/>
Number of Media	<input type="text"/>
Number of Others Present	<input type="text"/>

### 20. # Non-Coalition observers present: If known, who did they represent? (Parties? Candidates?)

### 21. Closing Chain of Custody

	Yes	No	N/A	Not_Observed
Could you confirm that ballots were returned to their proper containers?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were the ballot containers resealed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were seal numbers recorded correctly on forms?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please explain any **No** answers.

### 22. List Seal Numbers on Containers Resealed Today

**7. Completing the Observation and Verification (Continued)**

**REMEMBER:** Please copy the completed Secretary of the State's report forms to your form, or ask for and obtain a copy from the Audit Supervisor before leaving the Audit.

**23. Completion**

Time Today's Audit Ended:

HH	:	MM	AM/PM
	:		

**24. Overall Concerns**

	Yes	No	Not_Observed
Do you have any concerns over the way the room was laid out?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have any concerns that the auditing was not well-organized?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have any concerns with the integrity of the counting and totaling process?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have any concerns that the manual count was inaccurate?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have any concerns that the officially reported information is inaccurate?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have any concerns with the transparency/observability of the process? [ref. FAQ 21]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have any concerns with the chain-of-custody? [ref. FAQ 11]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please explain any **Yes** answers:

**25. Additional Comments - Entire Survey - Where applicable, please reference question number.**

**8. Interview Of On-Site Supervisor(s)**

Note: sk to interview the on-site supervisor at a convenient time. Answering all the questions on this form is optional, however, it will help us understand the election officials views and challenges with the process. It is fine to share this form with them.

**26. Notification and Ballot Storage**

How was the public notified of the date, time and place of counting?

Where were the ballots stored after the election?

**27. Who has access to keys for ballot storage? (check all that apply)**

- Registrars
- Registrars staff
- Others
- Deputy Registrars
- Town Clerk

**28. How many individuals are required to access the ballot storage area?**

- One
- Two+
- Two+ of opposing parties

If two or more, how are single individuals prevented from accessing the ballots?

**29. Election Events**

	Yes	No	Not Answered
Were there any memory card problems in pre-election testing or on election day?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were there any problems with the IVS voting system for persons with disabilities? Were they all setup and working correctly?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Were there any other significant events, ballot problems, scanner problems or occurrences before during or after the election of note?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please explain any **Yes** answers:

**30. Did a supervisor observe the random selection of races by the Municipal Clerk [ref. FAQ 35-36]**

- Yes
- No
- NA (All races audited)

If so, how were the races randomly selected?

**31. Does the On Site Supervisor have any suggestions to improve the audit or observation processes or any other comments?**

## 9. Observer Feedback To Coalition

**32. Please indicate the extent you agree or disagree with each statement, where**

**SA = Strongly Agree, A = Agree,**

**N = Neither Agree nor Disagree, D = Disagree, SD = Strongly Disagree**

SA   A   N   D   SD

Overall, the observation program will help improve the audit process.

I believe that the observation program was effective in explaining what was required of me and other observers.

The observation forms were easy to understand and complete.

(Note: This refers to the Observer Report Forms not the Secretary of the State's procedures and forms.)

Please list any questions that you found confusing:

**33. I participated in a call-in training session**

For This Audit

For Previous Audit

For This and a Previous  
Audit

No

Answer:

**34. Observation history**

1st Observation

2nd Observation

3rd or Subsequent Observation

This was my:

**35. The best thing about this program is...**

**36. The one thing that would make the program better is... or is there a question which would benefit from a better explanation in the Frequently asked questions?**

**Either:** Mail the Secretary of the State's report form copies and the Observer Report to:

Audit Coalition c/o L. Weeks, 334 Hollister Way West, Glastonbury, CT 06033

**Or better still:** Mail the Secretary of the State's report forms and fill Observer Report online at the special link emailed to you.

**1) WITHIN ONE HOUR, ONE OBSERVER, PLEASE CALL THE COALITION HOTLINE TO LET US KNOW THE GENERAL OUTCOME: 860-918-2115**

**2) PLEASE COMPLETE ANY NOTES AND SUBMIT TO THE COALITION WITHIN 24 HOURS OF THE COMPLETION OF THE OBSERVATION.**